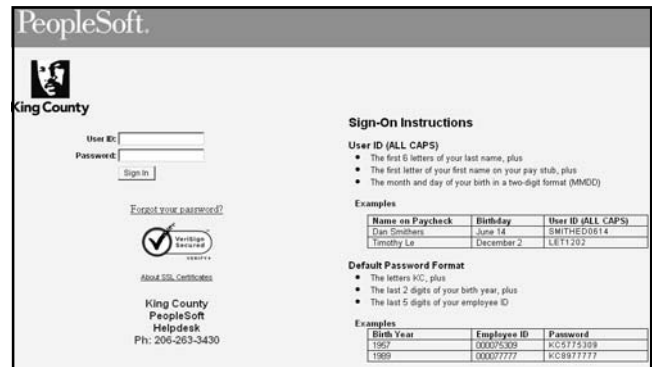


To sign in to My Benefits, follow these instructions. If you need help, contact Benefits, Payroll and Retirement Operations at 206-684-1556 or [kc.benefits@kingcounty.gov](mailto:kc.benefits@kingcounty.gov).

## Signing In

**Step 1.** Go to [www.kingcounty.gov/mybenefits](http://www.kingcounty.gov/mybenefits) and enter your User ID and Password according to the instructions on the screen.




**PeopleSoft**

**King County**

User ID:   
 Password:

[Forgot your password?](#)



[About SSL Certificates](#)

King County  
 PeopleSoft  
 Helpdesk  
 Ph: 206-263-3430

**Sign-On Instructions**

**User ID (ALL CAPS)**

- The first 6 letters of your last name, plus
- The first letter of your first name on your pay stub, plus
- The month and day of your birth in a two-digit format (MMDD)

**Examples**

Name on Paycheck	Birthday	User ID (ALL CAPS)
Dan Smithers	June 14	SMITHED0614
Timothy Lee	December 2	LEETL02

**Default Password Format**

- The letters KC, plus
- The last 2 digits of your birth year, plus
- The last 5 digits of your employee ID

**Examples**

Birth Year	Employee ID	Password
1967	00005309	KC5775309
1989	00027777	KC8877777

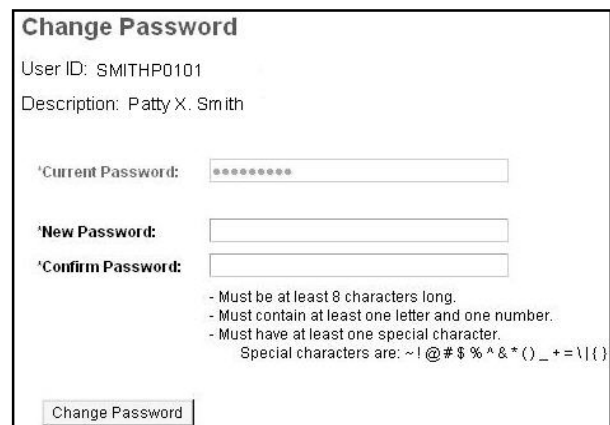
**Step 2.** If you are a new user or you haven't used your PeopleSoft account in the past 90 days, you will see a message telling you that your password has expired. Click the link, **Click here to change your password.**

**Your password has expired.**

[Click here to change your password.](#)

**Step 3.** Review the instructions for creating a new password and enter the information in the boxes. When you're done, click the button, **Change Password.**

Create a password that is easy for you to remember, and write it down for future use.



**Change Password**

User ID: SMITHP0101  
 Description: Patty X. Smith

\*Current Password:

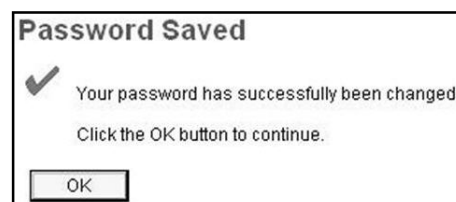
\*New Password:

\*Confirm Password:

- Must be at least 8 characters long.
- Must contain at least one letter and one number.
- Must have at least one special character.

Special characters are: ~ ! @ # \$ % ^ & \* ( ) \_ + = \ | { }

**Step 4.** A Password Saved screen will open confirming that your new password was saved. Click the **OK** button.



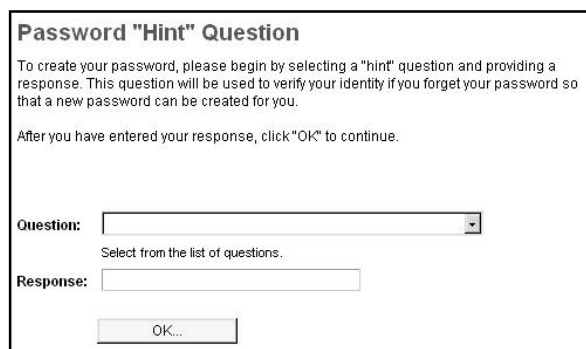
**Password Saved**

✓ Your password has successfully been changed.

Click the OK button to continue.



- Step 5.** The Password "Hint" Question screen will open. Use the drop-down list to choose your hint question and enter your answer in the Response box. Then click the **OK** button.



**Password "Hint" Question**

To create your password, please begin by selecting a "hint" question and providing a response. This question will be used to verify your identity if you forget your password so that a new password can be created for you.

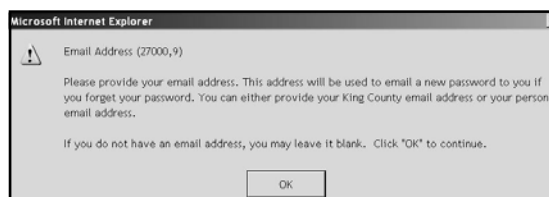
After you have entered your response, click "OK" to continue.

**Question:**

Select from the list of questions.

**Response:**

- Step 6.** If you do not have an e-mail address on file, an error box will appear. E-mail is used to send you a new password if you forget your password. Click the **OK** button.



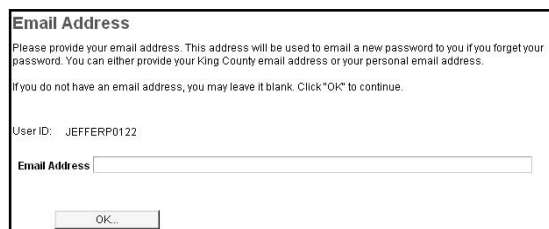
Microsoft Internet Explorer

Email Address (27000,9)

Please provide your email address. This address will be used to email a new password to you if you forget your password. You can either provide your King County email address or your personal email address.

If you do not have an email address, you may leave it blank. Click "OK" to continue.

The Email Address screen will open. Enter your e-mail address in the box and click the **OK** button.



**Email Address**

Please provide your email address. This address will be used to email a new password to you if you forget your password. You can either provide your King County email address or your personal email address.

If you do not have an email address, you may leave it blank. Click "OK" to continue.

User ID: JEFFERP0122

**Email Address**

**Have questions? Need help?**

Contact Benefits, Payroll and Retirement Operations at 206-684-1556 or [kc.benefits@kingcounty.gov](mailto:kc.benefits@kingcounty.gov).